

+ Drought Preparedness Grants Guidelines

1. About the Scheme

The Drought Preparedness Grant Scheme aims at helping primary producers offset the cost of new permanent capital infrastructure, to improve the resilience to drought of your primary production business.

The amount of the grant is 25 per cent of the cost of purchasing new permanent capital infrastructure to a maximum grant of \$50,000.

The maximum cumulative amount will be \$50,000 over five years.

2. Project eligibility criteria

2.1 To be eligible for funding, the project will:

- (a) involve the purchase and installation of new permanent capital infrastructure;
- (b) improve the ability of the primary production business to prepare for; continue to operate in; or recover from, drought conditions;
- (c) be a drought preparedness activity listed in your Farm Business Resilience Plan for the primary production business; and
- (d) not have commenced the project before the assistance is approved. (Deposits however may be paid for the purchase of materials or engaging contractors up to 90 days before the application for assistance).

3. How funding may be used

3.1 The Drought Preparedness Grant may be used for new permanent capital infrastructure, including: (Note: This is not an exhaustive list)

- (a) pipes, water tanks and water troughs;
- (b) dam construction and/or expansion;
- (c) drilling a new working bore;
- (d) water conservation infrastructure and equipment including more efficient irrigation;
- (e) water pumps and power supply used to run water pumps;
- (f) storage, mixing and feeding out equipment for grain, fodder, molasses and other supplements;
- (g) grain storage and equipment that improves the ability of the business to manage drought;
- (h) reasonable freight components to purchase and install equipment or infrastructure;

- (i) consumables including fuel for own machinery used in relation to the drought preparedness project; and
- (j) contractor costs or non-salaried employees' costs directly associated with implementing the drought preparedness project.

4. How funding may not be used

4.1 Drought Preparedness Grants may not be used for the following activities:

- (a) employee salary expenses;
- (b) contractor costs not associated with the drought preparedness project;
- (c) purchase of machinery and equipment to complete capital works;
- (d) motor vehicles;
- (e) dry hire for own machinery;
- (f) own operator costs;
- (g) replacement, repairs or maintenance of existing infrastructure or machinery;
- (h) conducting feasibility studies;
- (i) costs associated with drilling of dry bore or test bores; and
- (j) repayments, refinancing or restructuring existing loan arrangements.

5. Eligibility criteria

5.1 To be eligible for a Drought Preparedness Grant, applicants must:

- (a) demonstrate at least one person in the primary production business meets the definition of a primary producer;
- (b) demonstrate an ability to provide the remaining contribution to the grant requested;
- (c) demonstrate that any necessary regulatory approvals have been obtained; and
- (d) present a Farm Business Resilience Plan (as outlined in Section 6), satisfactory to QRIDA.

5.2 To be eligible for a Drought Preparedness Grant, applicants must not have:

- (a) made an application to the Department of Agriculture and Fisheries supported by an invoice issued in the past six month period for assistance under:
 - i. a freight subsidy under the Drought Relief Assistance Scheme
 - ii. the Emergency Water Infrastructure Rebate under the Drought Relief Assistance Scheme; and
- (b) previously received a Drought Preparedness Grant for the same project activity.

6. Farm Business Resilience Plan requirements

6.1 A Farm Business Resilience Plan, (or similar plan) should include content that addresses the following:

- (a) **Production risks**
 - i. climate and weather
 - ii. natural resource management
 - iii. biosecurity
- (b) **Business risks**
 - i. financial viability
 - ii. market
- (d) **Personal risks**
 - i. workplace health and safety

ii. key people

- 6.2 A Farm Business Resilience Plan should identify if these risks need to be managed and if so, also include an Action and/or Implementation Plan for specific activities that have been identified to manage these risks.
- 6.3 A *Farm Business Resilience Plan* may reference other supplementary material that support the plan, for example, a current industry Best Management Practice (BMP) output, a farm biosecurity plan and/or a succession plan.

7. How to apply

7.1 To apply for Drought Preparedness Grant:

- (a) read this guideline and discuss your proposal with us. (You may consider discussing your application with, or seek assistance from your business adviser/s);
- (b) complete an application form, Farm Business Resilience Plan and statement of position which are located on QRIDA's website. Instructions for completion are included in these forms. Please contact us should you require any assistance;
- (c) provide quotes associated with costs for new permanent capital infrastructure. (These quotes should reflect current market prices for goods and services being purchased. QRIDA may request further quotations be provided to substantiate requests); and
- (d) submit your application and supporting documents to us by post, email or fax.

7.2 Drought Preparedness Grants are subject to the availability of funds.

7.3 Penalties apply for providing false and misleading information.

8. How applications will be assessed and decided

8.1 Upon receiving applications, QRIDA will acknowledge receipt by email or post and advise if any further information is required to commence assessment of the application.

8.2 QRIDA will assess complete applications in order of receipt. Incomplete applications will not be assessed until all required information is received.

8.3 Approved applicants will receive a written grant offer from QRIDA.

8.4 QRIDA may issue conditional approvals to applicants.

8.5 Payment will be made when the approved activity has been undertaken and evidence of payment is provided.

9. Funding arrangements

9.1 If your application is successful, you will be required to enter into a legally binding letter of offer with the Queensland Rural and Industry Development Authority (QRIDA). This agreement includes undertakings relevant to disclosure of the approval, agreed set of milestones and reporting requirements, including a completion report.

9.2 Projects should commence within 90 days and should be completed, with approved funding drawn within six months from entering into a letter of offer. (If your Farm Business Resilience Plan outlines projects over a longer duration, these should be the subject of another application for grant funding after completion of the current project).

9.3 To draw on approved grants, you may either:

- (a) submit fully paid official invoice(s) and *official receipt(s)* and QRIDA will reimburse 25 per cent of the receipt amount(s) to the grant recipients(s); or
- (b) submit official invoice(s) and evidence of payment of 75 per cent of the receipt amount(s) and QRIDA will pay 25 per cent of the invoice amount(s) directly to supplier(s).

9.4 You are able to make multiple requests to draw against the approved grant amount within the approved time frame.

10. Fraud

- 10.1 QRIDA takes fraud and corruption seriously. Suspected fraud will be referred to Queensland Police Service (QPS) and/or the Crime and Corruption Commission (CCC).
- 10.2 Fraud and corruption is a criminal offence under Sections 408C, 408D and 87 of the Criminal Code 1899 (Qld). For corporations, directors and company officials, Sections 596 and 184 of the Australian Corporations Act 2001 (Cth) will also apply.
- 10.3 Providing false and misleading information or documents in the QRIDA application process is an offence. Penalties may apply under Sections 41 and 42 of the Rural and Regional Adjustment Act 1994.
- 10.4 By signing the application form, you acknowledge that the information you provide is true and accurate, and agree to be bound by the scheme's guidelines and provisions.
- 10.5 QRIDA reserves the right to pursue and recover funding provided under fraudulent and dishonest circumstance.

11. Privacy

- 11.1 QRIDA's Privacy Policy, available at: www.qrida.qld.gov.au/privacy, sets out general information on how QRIDA collects uses, and discloses individuals' personal information.
- 11.2 The application form for this Scheme contains specific information on how personal information will be collected, used and disclosed.

12. Conflict of interest

12.1 A conflict of interest may arise due to a business dealing with QRIDA, if your private interests' conflict with your obligations under the agreement. Conflicts of interest could affect the awarding or performance of your agreement. A conflict of interest can be:

- real (or actual);
- apparent (or perceived); or
- potential.

12.2 We will ask you to declare, as part of your application, any business dealings that may be considered an actual, perceived or potential conflict of interest or that, to the best of your knowledge, there is no conflict of interest. If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your agreement, you must inform us in writing immediately.

13. More information

If you would like more information on the Drought Preparedness Grant Scheme, we are happy to answer any questions you may have. We can be contacted on **Freecall 1800 623 946** or email contact_us@qrida.qld.gov.au

Regional Area Managers located in Brisbane, Bundaberg, Townsville, Cloncurry, Innisfail, Kingaroy, Emerald (with an office in Longreach), Mackay, Rockhampton, Roma and Toowoomba are also available to assist you.

14. Definitions

Official receipt means a receipt which includes the name, address, ABN (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates.

Primary producer means:

- (a) a sole trader who
 - spends the majority of the person's labour on a primary production enterprise; and
 - either
 - derives the majority of the person's income from the primary production enterprise; or
 - in the opinion of the authority, based on the demonstrated production potential of the primary production enterprise, will eventually derive the majority of the person's income from the primary production enterprise; or
- (b) a partnership, company or trust that carries on a primary production enterprise, any partners, shareholders, or beneficiaries
 - spend the majority of their labour on a primary production enterprise; and
 - either
 - derive the majority of their income from the primary production enterprise; or
 - in the opinion of the authority, based on the demonstrated production potential of the primary production enterprise, will eventually derive the majority of their income from the primary production enterprise.

Primary production business means a business that:

- (a) is carried on by a sole trader, trust, partnership or proprietary company; and
- (b) that involves primary production, including the agricultural, apicultural, aqua cultural, forestry, grazing and horticultural industries; and
- (c) holds an Australian Business Number (ABN).